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ABSTRACT

This shorthand program was developed to teach intermediate shorthand in an individualized manner on the postsecondary level. Based on Gregg Shorthand, Series 90, it is designed to be used as the second course in the student's shorthand program. This folder contains unit examinations and alternate examinations for the 11 units of the program, along with a brief form test. The tests are to be used to determine the student's grasp of the material presented in the Shorthand 200 program. (KC)

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GA 841330

ED256890

SHORTHAND 200

A Self-Paced Program for Intermediate Shorthand

STUDENT TESTS

Prepared and Produced Jointly by

Carroll County Area Vocational-Technical School
Carrollton, Georgia 30117

and

Georgia State University
Atlanta, Georgia 30303

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Mrs. Doris Jean Rash-Wooten
Project Director

GENERAL INFORMATION

This folder contains the Unit Examinations, Alternate Unit Examinations, and Brief Form Test that will be used to determine the student's grasp of the material presented in the Shorthand 200 program.

The Unit Examinations are to be given at the end of each unit. If the student does not make at least 90 on each of the examinations, he/she must take the corresponding alternate examinations. The Brief Form Test will be given at a time determined by the instructor.

All tests should be kept in a folder labeled "Tests" and should be sequenced in the order in which they will be taken by the student.

UNIT EXAMINATIONS

Vol. 1
Series 90

UNIT EXAM 201
(Lessons 49-56)

Name _____ Date _____

1.	increase	26.	disappointed
2.	invite	27.	capacity
3.	before	28.	character
4.	sending	29.	quantities
5.	circular	30.	conceivable
6.	valuable	31.	competent
7.	enclosed	32.	anticipating
8.	advertise	33.	speak
9.	suggest	34.	gladly
10.	organize	35.	manufacturer
11.	received	36.	submitted
12.	whether	37.	prosperity
13.	models	38.	photographic
14.	inflation	39.	expand
15.	potential	40.	accept
16.	demonstration	41.	loyalty
17.	brochure	42.	catalog
18.	entitled	43.	conference
19.	recognized	44.	efficient
20.	satisfactorily	45.	inquiries
21.	director	46.	decision
22.	occasion	47.	substantial
23.	welcome	48.	diagram
24.	install	49.	assistant
25.	realize	50.	orderly

Vol. 1
Series 90

UNIT EXAM 202
(Lessons 57-62)

Name _____ Date _____

1.	executive	26.	grateful
2.	selection	27.	bottom
3.	opportunity	28.	implement
4.	division	29.	discounts
5.	personnel	30.	interpreter
6.	correspondence	31.	referred
7.	acknowledge	32.	employ
8.	excellent	33.	foreign
9.	mistake	34.	practical
10.	expensive	35.	circulation
11.	appreciation	36.	introductory
12.	neighborhood	37.	issue
13.	efficient	38.	informative
14.	accomplish	39.	convenience
15.	sensible	40.	superior
16.	further	41.	amazingly
17.	descriptive	42.	qualifications
18.	enjoyable	43.	exceedingly
19.	reasonable	44.	stimulating
20.	reliable	45.	comply
21.	designer	46.	college
22.	consequently	47.	thoughtfulness
23.	manual	48.	gallon
24.	permission	49.	urge
25.	acceptable	50.	repairs

Vol. 1
Series 90

UNIT EXAM 203
(Lessons 63-70)

Name _____ Date _____

1. appear
2. guide
3. annual
4. prospects
5. definite
6. commercials
7. guarantee
8. always
9. appropriate
10. canceled
11. remittance
12. utilizing
13. obvious
14. courteously
15. handy
16. miscellaneous
17. requesting
18. attendant
19. clients
20. carefully
21. almost
22. impressive
23. confident
24. congratulations
25. successfully
26. responsibly
27. exercise
28. franchise
29. prompt
30. helpful
31. customers
32. reserve
33. merger
34. representative
35. shipped
36. automatically
37. delinquent
38. arrange
39. obligation
40. assist
41. departure
42. efficient
43. familiar
44. directly
45. channel
46. aware
47. grammar
48. opened
49. factory
50. retailer

Vol. 2
Series 90

UNIT EXAM 204
(Lessons 1-5)

Name _____ Date _____

1. apparel
2. complete
3. probably
4. particular
5. mistake
6. writing
7. error
8. impressed
9. beautiful
10. repaired
11. appeal
12. yourself
13. clothing
14. furniture
15. except
16. quite
17. complement
18. conference
19. suite
20. ample
21. pleasure
22. previous
23. major
24. simply
25. arrangement
26. moment
27. confidence
28. agree
29. manufacturer
30. items
31. purchasing
32. brief
33. advise
34. insure
35. receive
36. reasonable
37. practically
38. progressed
39. pamphlet
40. experienced
41. knowledge
42. employee
43. realize
44. aggressive
45. clever
46. adequate
47. preceding
48. observing
49. reliable
50. helpful

Vol. 2
Series 90

UNIT EXAM 205
(Lessons 6-10)

Name _____ Date _____

1.	avail	26.	similar
2.	planning	27.	independent
3.	graduation	28.	education
4.	technical	29.	finance
5.	exciting	30.	report
6.	mechanical	31.	construct
7.	transferred	32.	elementary
8.	resolution	33.	residents
9.	describing	34.	illustrated
10.	counselors	35.	tentative
11.	travel	36.	forwards
12.	farther	37.	encourage
13.	management	38.	waste
14.	great	39.	resistance
15.	consideration	40.	separately
16.	recommendation	41.	advice
17.	complimentary	42.	formal
18.	progressed	43.	climate
19.	confidence	44.	secretarial
20.	principal	45.	pursue
21.	replacement	46.	diligently
22.	facility	47.	challenge
23.	assistance	48.	awaken
24.	logical	49.	civilization
25.	attempt	50.	level

Vol. 2
Series 90

UNIT EXAM 206
(Lessons 11-15)

Name _____ Date _____

1.	acknowledged	26.	always
2.	satisfactorily	27.	exactly
3.	successfully	28.	course
4.	reputation	29.	exceedingly
5.	directly	30.	privilege
6.	various	31.	former
7.	conference	32.	dependable
8.	accept	33.	appreciate
9.	discuss	34.	personnel
10.	alternative	35.	climate
11.	personal	36.	supervisor
12.	welcome	37.	observe
13.	agreement	38.	complete
14.	integrity	39.	occasions
15.	identification	40.	until
16.	automatic	41.	extent
17.	replacement	42.	machinery
18.	patients	43.	citizens
19.	hesitate	44.	anticipate
20.	touch	45.	investment
21.	residents	46.	fiscal
22.	probably	47.	varied
23.	adequate	48.	principal
24.	company	49.	acquire
25.	financial	50.	necessary

Vol. 2
Series 90

UNIT EXAM 208
(Lessons 21-25)

Name _____ Date _____

1.	completing	26.	backing
2.	manufacturing	27.	submitted
3.	direct	28.	complete
4.	opinion	29.	annual
5.	choose	30.	add
6.	confidence	31.	almost
7.	succession	32.	raised
8.	developing	33.	justified
9.	morning's	34.	inflation
10.	council	35.	disturbing
11.	partially	36.	essential
12.	built	37.	distressed
13.	renovating	38.	received
14.	accommodate	39.	corresponding
15.	authorized	40.	disagree
16.	yourself	41.	education
17.	middle	42.	representative
18.	serious	43.	people
19.	drainage	44.	speech
20.	alleviate	45.	written
21.	petition	46.	assemble
22.	circumstance	47.	formerly
23.	scheduled	48.	legislative
24.	annex	49.	judicial
25.	government	50.	fraud

Vol. 2
Series 90

UNIT EXAM 209
(Lessons 26-30)

Name _____ Date _____

1.	corner	26.	entrusting
2.	designed	27.	treatment
3.	customer	28.	allowed
4.	assets	29.	depositor
5.	yield	30.	quite
6.	sum	31.	touch
7.	efficient	32.	suitable
8.	occurred	33.	site
9.	appreciate	34.	inconvenience
10.	employees	35.	impact
11.	through	36.	morale
12.	atmosphere	37.	district
13.	balance	38.	terrible
14.	today's	39.	devasting
15.	holiday	40.	effect
16.	excuse	41.	basis
17.	further	42.	millions
18.	sufficient	43.	efficient
19.	innovations	44.	manually
20.	inquire	45.	obvious
21.	thoroughly	46.	advent
22.	handling	47.	procedures
23.	traveling	48.	written
24.	situated	49.	guarantee
25.	already	50.	transferred

Vol. 2
Series 90

UNIT EXAM 210
(Lessons 31-35)

Name _____ Date _____

1.	announce	26.	already
2.	unique	27.	regardless
3.	efficient	28.	alternative
4.	celebrate	29.	confidential
5.	attached	30.	throughout
6.	evidence	31.	maintenance
7.	disposition	32.	defective
8.	received	33.	dependable
9.	bankruptcy	34.	banquet
10.	explanation	35.	excellent
11.	acknowledgment	36.	choose
12.	prospect	37.	accept
13.	attorneys	38.	recommendation
14.	partial	39.	nation
15.	natural	40.	sufficient
16.	status	41.	inadequate
17.	independent	42.	abundant
18.	deposit	43.	endeavors
19.	payable	44.	world's
20.	extremely	45.	ecology
21.	special	46.	pollute
22.	quite	47.	adequate
23.	annoyed	48.	muscles
24.	commercial	49.	person
25.	courteous	50.	artistic

Vol. 2
Series 90

UNIT EXAM 211
(Lessons 36-40)

Name _____ Date _____

1.	suitable	26.	specific
2.	commuting	27.	separate
3.	quiet	28.	impressed
4.	transportation	29.	arrangements
5.	desirable	30.	chose
6.	exterior	31.	organization
7.	competent	32.	lease
8.	dependable	33.	realty
9.	commitment	34.	facilities
10.	recommendation	35.	transferring
11.	preliminary	36.	satisfied
12.	corner	37.	literally
13.	personally	38.	mistake
14.	clear	39.	definitely
15.	thorough	40.	investor
16.	touch	41.	domestic
17.	decision	42.	deductible
18.	economical	43.	course
19.	indistrial	44.	borrowed
20.	quit	45.	quiet
21.	heart	46.	exception
22.	interstate	47.	worthless
23.	references	48.	desert
24.	judgment	49.	middle
25.	management	50.	access

ALTERNATE UNIT EXAMINATIONS

Vol. 1
Series 90

UNIT EXAM 201-A
(Lessons 49-56)

Name _____ Date _____

1.	described	26.	necessary
2.	occasionally	27.	collect
3.	immediately	28.	prescription
4.	industry	29.	originally
5.	calendar	30.	operating
6.	spinets	31.	urgent
7.	remembered	32.	candidate
8.	extraordinary	33.	problem
9.	technical	34.	cooperation
10.	particularly	35.	programs
11.	diploma	36.	thousands
12.	psychological	37.	public
13.	response	38.	arrears
14.	prospects	39.	consideration
15.	profitable	40.	magazine
16.	manufactured	41.	trimmed
17.	masterpiece	42.	campaign
18.	installation	43.	frequently
19.	typewriters	44.	activities
20.	electronics	45.	appreciate
21.	superb	46.	ability
22.	indeed	47.	providing
23.	territory	48.	telephone
24.	including	49.	alterations
25.	briefcase	50.	contribution

Vol. 1
Series

UNIT EXAM 202-A
(Lessons 57-62)

Name _____ Date _____

1. probably
2. large
3. unfamiliar
4. ultimate
5. definite
6. objection
7. learned
8. publisher
9. justified
10. decision
11. hundreds
12. unexpected
13. agreement
14. salient
15. subscribers
16. vitally
17. promptly
18. government
19. management
20. distributed
21. advanced
22. display
23. obtain
24. apartments
25. appliance
26. supervisory
27. products
28. vehicle
29. welcome
30. available
31. accounts
32. various
33. entitled
34. recognized
35. efficiency
36. trespassers
37. effectively
38. customers
39. excellent
40. examined
41. lemon
42. flavor
43. managers
44. family
45. inspite
46. suggestion
47. supermarket
48. almost
49. distinct
50. impersonal

Vol. 1
Series 10

UNIT EXAM 203-A
(Lessons 63-70)

Name _____ Date _____

1. editors
2. scheduled
3. families
4. average
5. television
6. produce
7. supply
8. especially
9. individual
10. carefully
11. ingredients
12. definitely
13. administered
14. students
15. thoughtfulness
16. education
17. dislike
18. actually
19. subscription
20. rapidly
21. community
22. budget
23. prepared
24. booklet
25. performance
26. chapters
27. admissions
28. explained
29. announced
30. aviation
31. interested
32. dollars
33. insurance
34. wonderful
35. carpeting
36. developed
37. purchased
38. provision
39. personnel
40. manufacturing
41. accept
42. appreciation
43. regarding
44. directory
45. minimum
46. reservations
47. largest
48. liability
49. thriving
50. locations

Vol. 2
Series 90

UNIT EXAM 204-A
(Lessons 1-5)

Name _____ Date _____

1.	popular	26.	conference
2.	recently	27.	understand
3.	delivery	28.	history
4.	package	29.	department
5.	deleted	30.	regret
6.	indeed	31.	closing
7.	misplaced	32.	simple
8.	balance	33.	savings
9.	pleasure	34.	positions
10.	association	35.	completed
11.	similar	36.	visit
12.	spring	37.	expect
13.	electronics	38.	probably
14.	arranged	39.	showroom
15.	certainly	40.	discount
16.	located	41.	radial
17.	children	42.	employees
18.	beautiful	43.	percentage
19.	cleaners	44.	matter
20.	furniture	45.	different
21.	designed	46.	politely
22.	elegant	47.	appliance
23.	organization	48.	stolen
24.	construction	49.	select
25.	return	50.	badly

Vol. 2
Series

UNIT EXAM 205-A
(Lessons 6-10)

Name _____ Date _____

1.	number	26.	planned
2.	improve	27.	population
3.	delay	28.	entire
4.	months	29.	elementary
5.	processing	30.	actually
6.	brochure	31.	various
7.	college	32.	neighborhoods
8.	degree	33.	danger
9.	involved	34.	greatest
10.	catalog	35.	library
11.	formal	36.	invite
12.	graduating	37.	teachers
13.	concern	38.	frankly
14.	today	39.	courses
15.	central	40.	evenings
16.	materials	41.	afternoons
17.	attention	42.	programs
18.	financial	43.	professional
19.	repair	44.	basic
20.	assistance	45.	limited
21.	election	46.	intermediate
22.	background	47.	favor
23.	goodwill	48.	outlining
24.	created	49.	city
25.	qualified	50.	parents

Vol. 2
Series 90

UNIT EXAM 206-A
(Lessons 11-15)

Name _____ Date _____

1.	realize	26.	newspaper
2.	opportunity	27.	money
3.	handle	28.	depositors
4.	pleasure	29.	approach
5.	organization	30.	arrived
6.	payment	31.	supplies
7.	established	32.	operate
8.	throughout	33.	average
9.	finishing	34.	blank
10.	hotel	35.	references
11.	discuss	36.	perhaps
12.	appropriate	37.	efficient
13.	assignment	38.	effectively
14.	extremely	39.	responsibility
15.	president	40.	manufacturing
16.	records	41.	position
17.	major	42.	forward
18.	balance	43.	offers
19.	large	44.	charge
20.	application	45.	automobiles
21.	registered	46.	used
22.	pleasant	47.	doubt
23.	recommendation	48.	person
24.	problems	49.	borrowing
25.	address	50.	institution

Vol. 2
Series 90

UNIT EXAM 207-A
(Lessons 16-20)

Name _____ Date _____

1.	position	26.	members
2.	agency	27.	temporary
3.	consider	28.	first
4.	trusted	29.	skills
5.	direct	30.	family
6.	request	31.	expenses
7.	supervision	32.	adequate
8.	promotions	33.	insurance
9.	general	34.	practical
10.	secretaries	35.	especially
11.	advertising	36.	recent
12.	suggest	37.	policy
13.	people	38.	surgical
14.	happy	39.	trial
15.	information	40.	drawn
16.	management	41.	agreement
17.	interoffice	42.	separately
18.	dependability	43.	booklet
19.	period	44.	blank
20.	competent	45.	climate
21.	reliable	46.	enclosed
22.	benefit	47.	equipment
23.	inside	48.	machinery
24.	encourage	49.	behind
25.	limits	50.	personnel

Vol. 2
Series 90

UNIT EXAM 208-A
(Lessons 21-25)

Name _____ Date _____

1.	elect	26.	scheduled
2.	publishing	27.	matter
3.	president	28.	outstanding
4.	country	29.	majority
5.	firm	30.	council
6.	respect	31.	delighted
7.	senator	32.	treasury
8.	number	33.	original
9.	governments	34.	urge
10.	private	35.	announcement
11.	levels	36.	increase
12.	national	37.	desires
13.	consideration	38.	personally
14.	amount	39.	gas
15.	continue	40.	telephone
16.	better	41.	answer
17.	character	42.	change
18.	determine	43.	interpret
19.	permits	44.	properly
20.	floors	45.	created
21.	installed	46.	freedom
22.	property	47.	operators
23.	additional	48.	branches
24.	located	49.	despite
25.	subdivision	50.	almost

Vol. 2
Series

UNIT EXAM 209-A
(Lessons 26-30)

Name _____ Date _____

1.	national	26.	interested
2.	satisfy	27.	title
3.	valuable	28.	officially
4.	substantial	29.	window
5.	savings	30.	regulations
6.	investment	31.	qualifications
7.	maximum	32.	permission
8.	clerical	33.	members
9.	habits	34.	directors
10.	included	35.	currently
11.	statement	36.	reasonably
12.	notified	37.	proper
13.	explain	38.	survey
14.	accident	39.	dedication
15.	computer	40.	various
16.	terminal	41.	check
17.	automobile	42.	added
18.	identification	43.	business
19.	guarantee	44.	formally
20.	pleased	45.	interfering
21.	possibility	46.	initiated
22.	rules	47.	records
23.	arrival	48.	could
24.	largest	49.	instead
25.	supported	50.	tremendous

Vol. 2
Series 90

UNIT EXAM 210-A
(Lessons 31-35)

Name _____ Date _____

1.	located	26.	commercial
2.	system	27.	stations
3.	proud	28.	invested
4.	drastic	29.	below
5.	used	30.	interview
6.	area	31.	estimate
7.	delay	32.	replace
8.	legal	33.	group
9.	commission	34.	better
10.	normal	35.	routine
11.	electricity	36.	perhaps
12.	suffer	37.	program
13.	service	38.	solve
14.	vacation	39.	experts
15.	wonderful	40.	today
16.	plans	41.	energy
17.	gratitude	42.	supplied
18.	difficult	43.	power
19.	credit	44.	eventually
20.	natural	45.	discovery
21.	attitude	46.	following
22.	pressure	47.	type
23.	radius	48.	progress
24.	residential	49.	found
25.	needless	50.	period

Vol. 2
Series

UNIT EXAM 211-A
(Lessons 36-40)

Name _____ Date _____

1.	purchasing	26.	floor
2.	brick	27.	descriptions
3.	provides	28.	arrangements
4.	various	29.	middle
5.	reputation	30.	meantime
6.	company	31.	future
7.	change	32.	facilities
8.	answers	33.	adequate
9.	different	34.	understand
10.	standard	35.	staff
11.	papers	36.	history
12.	final	37.	thousands
13.	average	38.	assist
14.	brochure	39.	ample
15.	stock	40.	families
16.	neighborhood	41.	investing
17.	termites	42.	bonds
18.	throughout	43.	increase
19.	inspection	44.	homeowners
20.	project	45.	savings
21.	beautiful	46.	deducted
22.	terms	47.	encouraged
23.	excellent	48.	prospective
24.	bank	49.	mountain
25.	enjoy	50.	operation

BRIEF FORM TEST

COMPREHENSIVE BRIEF FORM TEST

Name _____ Date _____

I _____	immediate _____	for _____
good _____	several _____	and _____
value _____	characters _____	advertise _____
they _____	govern _____	wish _____
advantage _____	this _____	opinion _____
than _____	them _____	it, at _____
regular _____	what _____	order _____
speak _____	particular _____	part _____
corresponded _____	regard _____	request _____
Mr. _____	there, their _____	object _____
thank _____	enclose _____	but _____
one, won _____	about _____	circular _____
suggest _____	out _____	business _____
idea _____	character _____	very _____
correspond correspondence _____	a, an _____	responsible _____
	be, by _____	in, not _____
have _____	Ms. _____	when _____
was _____	under _____	doctor _____
opportunity _____	newspaper _____	state _____
probable _____	would _____	throughout _____
subject _____	soon _____	is, his _____
government _____	thing, think _____	yesterday _____
are, hour, our _____	every, ever _____	present _____
which _____	objected _____	time _____

COMPREHENSIVE BRIEF FORM TEST
(Continued)

Name _____ Date _____

worth _____

with _____

from _____

any _____

satisfy, satisfactory ____

executive _____

the _____

work _____

state _____

acknowledge _____

public _____

of _____

should _____

gentlemen _____

success _____

quantity _____

that _____

glad _____

next _____

general _____

publish, publication _____

Mrs. _____

could _____

important, importance _____

progress _____

ordinary _____

you, your _____

were _____

manufacture _____

question _____

experience _____

can _____

send _____

morning _____

envelope _____

never _____

after _____

where _____

organize _____

usual _____

street _____

company _____

over _____

world _____

difficult _____

recognize _____